



## State of Nevada – Department Of Personnel

---

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE ARCHIVES MANAGER	37	A	4.220
ARCHIVIST II	33	B	4.225
ARCHIVIST I	31	B	4.230

### SERIES CONCEPT

Appraise records by examining the form, quantity, availability and information content of the collection in order to assess the evidential, informational and research value.

Acquire and accession records, manuscripts and related materials by communicating with potential sources of collections; securing the transfer of legal title; taking records into physical custody, in order to enhance the section's holdings.

Using accepted archival practices, identify and arrange documents to provide accessibility to staff and patrons by determining the appropriate degree of categorization and giving due consideration to the source and original order of the documents.

Establish intellectual control over the documents by editing or developing finding aids which describe the content, scope and shelf location of the collection as well as the history of the associated agency, office or person. Finding aids may be entered and stored in a database management system and/or may be produced in various formats including catalog cards, inventories and guides.

Preserve and protect documents by cleaning, humidifying, repairing, flattening, and chemically treating documents; storing documents in acid-free containers; maintaining acceptable environmental controls in the storage area; implementing operational procedures to protect documents from damage or loss.

Ensure patrons receive the full benefit of the information available in the archives by providing reference service. This includes interviewing patrons to assess the type and extent of information required; explaining the use of finding aids; researching holdings in order to respond to inquiries received in person, by telephone or through correspondence; providing reproductions from holdings; directing patrons to other repositories for additional information. Patrons include scholars, attorneys, genealogists, legislators, government and university employees, students, and the general public.

May seek funding for special projects by preparing grant proposals for submission to federal And state granting Agencies And private funding sources. This includes justifying the need for the project, summarizing the objectives and project plan, estimating associated personnel and non-personnel related expenses, and developing time lines.

May conduct historical research and report findings to fulfill the objectives established for research projects. The process includes establishing the scope of the project, setting goals and timetables; identifying and examining relevant historical literature and information; creating a database which can be used to document sources checked and record and analyze located information; preparing interim and final project reports.

<b>STATE ARCHIVES MANAGER</b>	<b>37</b>	<b>A</b>	<b>4.220</b>
<b>ARCHIVIST II</b>	<b>33</b>	<b>B</b>	<b>4.225</b>
<b>ARCHIVIST I</b>	<b>31</b>	<b>B</b>	<b>4.230</b>

### SERIES CONCEPT (cont.)

Promote professional and public awareness of the archives' activities through oral presentations, composing articles for publication, and participation in professional organizations.

Develop and implement methods to gather and analyze information concerning the number and type of patrons that use the archives, materials accessioned and deaccessioned, And the type of materials used in order to identify trends and properly allocate resources.

\*\*\*\*\*

### CLASS CONCEPTS

#### STATE ARCHIVES MANAGER

The position allocated as State Archives Manager works under the general supervision of the State Archives and Records Administrator and is responsible for managing the Archives Section of the Division of Archives and Records, Nevada State Library and Archives.

The incumbent performs or supervises the range of duties described in the series concept and in addition, performs managerial duties such as:

Develops procedure And policy recommendations for the archives section which incorporate legal requirements and professional standards. Specific policies and procedures relate to the accessioning, arrangement, and description of government records having archival value; preparation of finding aids; access to materials and use of the research room.

Plans and coordinates archival programs in order to provide overall direction to the archives section by reviewing section needs, evaluating requests from other agencies, determining project priorities and methodologies, establishing time frames for completion, and assigning work to staff.

Monitors approved grant projects by reviewing work performed by project staff; providing technical assistance and direction as required; reviewing and authorizing expenditures; preparing fiscal forms and summary reports required by the funding agency.

Develops and monitors the biennial budget recommendation for the archives section by reviewing past expenditures, current funding levels, and assessing future section needs and priorities. The budget recommendation is submitted to the division administrator for review and incorporation into the division budget.

Supervises professional and non-professional level staff to accomplish goals of the section which includes hiring and training employees, assigning and reviewing work, motivating staff, providing counseling and guidance, initiating disciplinary actions, and evaluating performance. In addition, is responsible for management of the division in the absence of the State Archives and Records Administrator.

Serves as a consultant to librarians, curators and the general public to provide assistance and expertise in various areas of archives management including: preservation of books, documents, and photographs; disaster recovery; archival programs; archives facilities.

STATE ARCHIVES MANAGER  
ARCHIVIST II  
ARCHIVIST I  
Page 3 of 7

37	A	4.220
33	B	4.225
31	B	4.230

## CLASS CONCEPTS (cont.)

### ARCHIVIST II

Archivist II's perform the range of duties described in the series concept and are typically 1) assigned to the Archives Section of the Division of Archives and Records, Nevada State Library and Archives, or 2) manage the archives section of a large academic institution.

Incumbents may supervise support staff including archives and records assistants, library assistants, clerical employees, and student workers. Supervision includes hiring; training; assigning duties and reviewing work; providing guidance and discipline; evaluating performance. Incumbents may also provide training, work assignment and work direction to other Archivists.

Incumbents assigned to the Archives Section of the Division of Archives and Records work under the general direction of the State Archives Manager. Work is assigned through goals and objectives and reviewed through goal attainment.

Incumbents responsible for managing the archives section of a large academic institution work under the limited supervision of a librarian and are responsible for independently reviewing the needs of the archives section, soliciting acquisitions, determining project priorities and methodologies, and developing and implementing procedures and policies for the archives section which incorporate legal requirements and professional standards.

This is the journey level class in the series.

### ARCHIVIST I

Archivist I's perform the range of duties described in the series concept in a training capacity. Incumbents may also provide supervision including training, work assignment and work direction to support staff such as archives and records assistants, library assistants, clerical employees and student workers.

Incumbents typically work under the general direction of the State Archives Manager or a librarian. Work is assigned through goals and objectives and is periodically reviewed for progress and accuracy. This is the entry level class in the series.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### STATE ARCHIVES MANAGER

#### EDUCATION AND EXPERIENCE:

I

A Master's degree in library science or U.S. history from an accredited college or university and four years of professional archival experience at least three years of which included responsibility for appraisal and disposition, arrangement, conservation, reference service, project management, and supervision of clerical, technical or paraprofessional staff; OR

STATE ARCHIVES MANAGER  
ARCHIVIST II  
ARCHIVIST I  
Page 4 of 7

37	A	4.220
33	B	4.225
31	B	4.230

### MINIMUM QUALIFICATIONS (cont.)

#### EDUCATION AND EXPERIENCE: (cont.)

##### II

A Master's degree in a closely related field of social science or humanities from an accredited college or university plus a minor in U.S. history and four years of professional archival experience at least three years of which included responsibility for appraisal and disposition, arrangement, conservation, reference service, project management, and supervision of clerical, technical or paraprofessional staff; OR

##### III

A Bachelor's degree from an accredited college or university in the fields of study described in Option I or Option II and five years of professional archival experience at least three years of which included responsibility for appraisal and disposition, arrangement, conservation, reference service, project management, and supervision of clerical, technical, or paraprofessional staff; OR

##### IV

Certification as an Archivist by the Academy of Certified Archivists and supplemental professional archival experience so that the total professional experience is equivalent in type and amount to that described in Option II or Option III; OR

##### V

Three years of experience as an Archivist II in Nevada State service; OR

##### VI

An equivalent combination of qualifying education above the high school level and professional archival experience.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of general and state specific principles and practices of budgeting, accounting, auditing, and purchasing. Working knowledge of state and agency administrative regulations, policies and procedures.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the USMARC format for computerized archives and manuscript control including designation, purpose, and use of each field. Working knowledge of historical research trends and literature. Working knowledge of the principles and practices of management and supervision.

In addition, all knowledge, skills, and abilities required at the lower levels of the series.

\*\*\*\*\*

STATE ARCHIVES MANAGER  
ARCHIVIST II  
ARCHIVIST I  
Page 5 of 7

37	A	4.220
33	B	4.225
31	B	4.230

### MINIMUM QUALIFICATIONS (cont.)

#### ARCHIVIST II

##### EDUCATION AND EXPERIENCE:

###### I

A Master's degree in library science or U.S. history from an accredited college or university and one year of professional experience in an archival or historical repository in which applicant acquired experience in appraisal, disposition, accessioning, arrangement and conservation of documents; development of finding aids; and reference service; OR

###### II

A Master's degree in a closely related field of social science or humanities from an accredited college or university plus a minor in U.S. history and one year of professional experience as described in Option I; OR

###### III

A Bachelor's degree from an accredited college or university in the fields of study described in Option I or Option II and two years of professional experience in an archival or historical repository in which applicant acquired experience in appraisal, disposition, accessioning, arrangement and conservation of documents; development of finding aids; and reference service; OR

###### IV

Certification as an Archivist by the Academy of Certified Archivists; OR

###### V

Two years of experience as an Archivist I in Nevada State service; OR

###### VI

An equivalent combination of qualifying education above the high school level as described above and qualifying paraprofessional archival experience; plus two years of professional experience as described in Option I.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of Nevada history, Nevada government or the history of the University of Nevada System. General knowledge of state and agency administrative regulations, policies, and procedures.

Ability to analyze information and interpret findings in the perspective of Nevada history, the development of state government, or the development of the University of Nevada System. Ability to apply general library cataloging rules and enter and retrieve information from automated database systems. Ability to formulate and administer a project budget with multiple funding sources.

STATE ARCHIVES MANAGER  
ARCHIVIST II  
ARCHIVIST I  
Page 6 of 7

37	A	4.220
33	B	4.225
31	B	4.230

### MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of professional archival principles, practices, and concepts as applied to the operation of government and/or university archival records programs. General knowledge of the principles and practices of management and supervision.

Ability to establish work priorities, delegate assignments, and train, motivate, and supervise staff. Ability to develop and implement methods to compile statistics regarding contents and use of the archives collection.

In addition, all knowledge, skills, and abilities required at the lower level of the series.

\*\*\*\*\*

#### ARCHIVIST I

##### EDUCATION AND EXPERIENCE:

I

A Master's degree in library science or U.S. history or a Master's degree in another closely related field of social science or humanities from an accredited college or university plus a minor in U.S. history; OR

II

A Bachelor's degree in U.S. history or a Bachelor's degree in another closely related field of social science or humanities from an accredited college or university plus a minor in U.S. history; OR

III

An equivalent combination of qualifying education above the high school level as described above plus qualifying experience at the paraprofessional level in an archival or historical repository in which applicant acquired experience in arrangement and conservation of documents, development of finding aids, and reference service.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of state, federal, and contractual laws governing the acquisition, retention and use of records. General knowledge of other archives and historical records repositories, their services, roles, and responsibilities. General knowledge of Archival conservation methods. General knowledge of state and agency administrative regulations, policies, and procedures.

Ability to determine the administrative, fiscal, legal, informational or historic value of records and manuscripts. Ability to write concise guides to archival collections, analytical reports to provide results of research, and articles suitable for publication in professional journals. Ability to interview patrons to determine their needs and respond with the appropriate level and extent of information. Ability to respond orally and in writing to reference requests in an appropriate manner by exercising careful judgment when evaluating the nature of the inquiry in relationship to statutory requirements, privacy rights and special requests of clients, which govern access to the records. Ability to

STATE ARCHIVES MANAGER  
ARCHIVIST II  
ARCHIVIST I  
Page 7 of 7

37	A	4.220
33	B	4.225
31	B	4.230

### MINIMUM QUALIFICATIONS (cont.)

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

prepare and deliver oral presentations suitable for the audience being addressed. Ability to organize material in a logical and easily accessible order. Ability to work independently and follow through on assignments with minimal direction.

Skill in the use of conservation tools and materials.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of professional archival principles, practices, and concepts as applied to the operation of government and university archival records programs. General knowledge of U.S. history, Nevada history, and Nevada government. General knowledge of historical research trends and literature.

Ability to perform duties under the stress of frequent interruptions and distractions. Ability to perform repetitious work without losing accuracy or critical judgment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>4.220</u>	<u>4.225</u>	<u>4.230</u>
ESTABLISHED:	7/1/89R 3/13/90PC	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:	7/1/91P 3/13/90PC		